

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

August 20, 2007

**CALL TO PODIUM:**

Pete Geiling  
Jim Arnoult

**RESPONSIBLE STAFF:**

Pete Geiling

**AGENDA ITEM:**

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
<b>X</b>	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City Manager to Extend a Contract for Cleaning Services of City Facilities (\$67,037)

**SUPPORTING BACKGROUND:**

On August 5, 2002, the City bid out and awarded a contract to J&B Cleaning, for the cleaning of all City Facilities.

On August 15, 2005, the contract was extended with Full-Brite Cleaning Services, Inc. (formerly J&B Cleaning) for another two years. During this time the contractor has performed all services called for with diligence and in a timely manner.

The City's contract with Full-Brite Cleaning Services, Inc. expired on August 15, 2007. A new RFP will be developed and a bidding process undertaken to identify a contractor that meets the City's requirements. Staff recommends extending the contract with Full-Brite Cleaning Services, Inc. until November 15, 2007. The bidding process for a new contract will be completed within that time frame.

The contractor has indicated that they are willing to honor the terms, conditions and the pricing of the most recent contract with the City.

Funding is available for this contract in the Operating Budget.

**DESIRED OUTCOME:**

Vote on Resolution

# Resolution Request Form

## REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Peter Geiling Date of City Council Meeting: August 20, 2007

### **AUTHORIZING**

Purchase \_\_\_\_ Award Contract \_\_\_\_ Transfer Funds \_\_\_\_ Negotiate/  
Execute a Contract X

### **BID INFORMATION:**

Advertisement Date \_\_\_\_\_

Newspaper(s) \_\_\_\_\_

Bids Opened/Tabulated (date) \_\_\_\_\_

### **DESCRIPTION OF ITEM(S):**

Contract cleaning services for all City Facilities, except Senior Center, Human Services, and 50 Desellum.

### **CONTRACTED/PURCHASE FROM:**

Company Name: Full-Brite Cleaning Services, Inc.

Street Address \_\_\_\_\_

P. O. Box Number PO Box 10325

City/State/Zip Gaithersburg MD 20898

### **CONTRACT/PURCHASE AMOUNT:**

\$ 67,037.00

Check One: In the Amount of X Not to Exceed \_\_\_\_\_

**FUNDS TO BE EXPENDED FROM:** Operating Budget X Capital Improvements Budget \_\_\_\_

Account Number: 536300 (See attached spread sheet for all activities)

(For Finance Department use only; not to be included in the Resolution)

### **VERIFICATION OF AVAILABILITY OF FUNDS**

Available \_\_\_\_\_ Not available \_\_\_\_\_

\_\_\_\_\_  
Finance Dept.

\_\_\_\_\_  
Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING  
THE CITY MANAGER TO EXTEND A CONTRACT FOR  
CLEANING SERVICES OF CITY FACILITIES

WHEREAS, Section 57 of the City Charter provides that the City Council may permit negotiations of contracts without sealed bids for products and services, where in the opinion of the Council, the interests of the City would be best served by negotiated contracts; and

WHEREAS, the City desires to enter into a contract for contract cleaning of City Facilities; and

WHEREAS, the City wishes to extend the existing contract until November 15, 2007 with the terms and conditions of IFB 2002-020; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract for cleaning of City Facilities with Full-Brite Cleaning Services, Inc., PO Box 10325, Gaithersburg, Maryland 20877, in an amount of Sixty-Seven Thousand Thirty-Seven Dollars (\$67,037); said funds to be expended from the Operating Budget.

ADOPTED by the Mayor and City Council this 20<sup>th</sup> day of August, 2007.

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 20<sup>th</sup> day  
of August, 2007.

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David B. Humpton, City Manager